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Company Address

A company must have a registered office in Singapore which must be operational and accessible to the public during normal office hours. Please note that a P.O. Box address cannot be used as a business address.

Change of the registered office address

If there is any change in the address of a registered office, the company must notify ACRA of the change within 14 days from the date of change.

Can the home address be used as a company address?

Under the Home Office Scheme, homeowners are allowed to conduct small-scale businesses using their residential premises. This scheme applies to both HDB and private properties. The eligible HDB flat lessees or private property owners **must, however, seek prior written approval from the HDB or URA for the use of their residential premises as the company address.**

How to seek prior approval for the Home Office Scheme?

Eligible flat lessees can seek prior approval from HDB by submitting their application via [HDB website](#). For enquiries on the Home Office scheme for HDB properties, please email Ms Tng Gek Tin at tgt1@hdb.gov.sg.

For the use of private residential property as business address, owners of sole-proprietorships or partnerships must seek prior approval from URA by submitting their applications online via [URA website](#). For further enquiries, please contact URA at Tel: 6223-4811 or email them at ura_dcd@ura.gov.sg.

What is the difference between Home-Based Small Scale Business Scheme and Home Office Scheme?

Home-Based Small Scale Business Scheme allows some small scale type of activities to operate from home without engaging any external employees. No prior approval is needed from HDB. However, the flat address cannot be used for business registration under the Scheme.

You may refer to the [HDB website](#) for more information on the type of activities and the guidelines relating to this scheme.

http://www.acra.gov.sg/Company/Starting_a_Company/Company+Address.htm